

May 20, 2014

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL AIRFIELD PLANNING SERVICES FOR NEWARK LIBERTY INTERNATIONAL AIRPORT RUNWAYS 4L-22R AND 4R-22L END-AROUND TAXIWAYS ON AN “AS-NEEDED” BASIS (RFP #37691 - ADDENDUM #1)**

Dear Sir or Madam:

The Port Authority of New York & New Jersey hereby amends the subject Request for Proposal (RFP) letter, dated January 27, 2014, as follows:

Attachment A, Page 11, delete Section VII. “COMMERCIAL GENERAL LIABILITY INSURANCE AND WORKERS’ COMPENSATION INSURANCE PROCURED BY THE CONSULTANT” in its entirety.

In the standard agreement, page 12, Paragraph 23. LIABILITY INSURANCE AND WORKERS’ COMPENSATION INSURANCE, Section A. Commercial Liability Insurance, third and seventh line, replace “\$2,000,000” with “\$5,000,000”.

In the standard agreement, page 13, Paragraph 23. LIABILITY INSURANCE AND WORKERS’ COMPENSATION INSURANCE, Section B. Workers' Compensation Insurance, third line, replace “\$1,000,000” with “\$2,000,000”.

The following questions were received from RFP recipients. The questions and corresponding Authority answers are provided for your information and use, as appropriate:

1. May we include a short cover letter/transmittal letter to precede our table of contents/proposal that is not counted against the page limit? *Yes.*
2. We note that the font size is specified to be 12 points. We are planning to include a few illustrative charts, tables, and graphics to supplement certain sections of our submittal, and are wondering if these items may be precluded from the requirement to appear in 12 point font size?

*Information presented in illustrative charts, tables, and graphics typically is pictorial by definition, and may be exempt from the 12-point font requirement. If such depictions lack clarity as a result of non-compliance with the 12-point font size, the Authority may exclude such information from consideration in review of the proposal.*

The due date for receipt of proposals remains 2:00 p.m. on May 23, 2014.

If you have any questions, please contact Ms. Tracy Tiernan at [ttiernan@panynj.gov](mailto:ttiernan@panynj.gov).

Sincerely,

Tim Volonakis  
Assistant Director  
Procurement Department